



Government of India

All India Institute of Hygiene & Public Health, Bidhan Nagar Campus 27 & 27B, JC Block, Sector III, Salt Lake, Kolkata- 700 106

APPLICATION FORM FOR GUEST HOUSE ROOM BOOKING AT SALT LAKE CAMPUS, AIIH&PH

Form with 11 numbered fields for visitor details, booking dates, and accommodation requirements.

12. Details of other visitors accompanying the main visitor (Government official) if any:

Table with 4 columns: S.no., Name, Address, Relationship. Rows 1-3.

\*\*Attach copy of Govt. Service ID Card of main visitor \*\*\*Application should reach at officebnc4@gmail.com at least 48 hrs. before check-in

DECLARATION BY THE GOVERNMENT OFFICIAL

I declare that the information given above by me is correct & nothing has been concealed. The accommodation required will be occupied by the main visitor and members mentioned above.

Date:

Place:

Signature of Main Visitor (Govt. Official): ->

Verification by the controlling authority

(Applications not verified by the administrative office of applicant will not be entertained.)

Certified that Shri/Smt. .... Designation ..... is a permanent employee of this office. He/she has been authorized by this office to perform official journey from ..... to ..... at ..... (city name) (Enclose copy of tour program, if any).

Signature of the controlling authority (with seal)

Name: Designation: Department: Mobile no.:

For Official Use Only

Application Checked and found in Order: Yes/No

Remarks: May be allotted by Caretaker

Single Bed ( ) Double Bed ( ) Suite ( )

Signature of the O.C, B.N. Campus, AIIH&PH

For Receptionist use

Whether Accommodation allotted: Yes/ No.

Room No. / Suite No.

Name & Signature of the receptionist

Copies of Govt. Service ID Card submitted: Yes/No